Porm: AR-50-71

Application for RECORDS DISPOSITION STANDARD

OFFICE OF BECRETARY OF STATE,
DEPARTMENT OF ARCHIVES & BISTORY
RECORDS MANAGEMENT DIVISION

PAGE

GEORGIA				MECUPUS MANAGEMENT	DIVIBION		
		eparate instructions		FOR RECORDS MANAGEM	ENT DIVISION US		1
		is form. Sign origin		Date Received	Application No.	Date Comple	eted :
2 Agency Application No. and	forward to Departme	nt of Archives and Si	story, Attention:	ֈ ⊍ <u>∟</u> 3 0 1974	74-280	AUG 22 197	/4
140	ords Management Offi.	cer.					
3 . MOZECT, DIVISION, SUBSTITUTE & Admin	istering Office Addr	* 8 \$;	A Sepan ed Contace	Und		-
Georgia Department				21, ,		سديان سا	_
Animal Industry - Animal Disease Eradication Section				Dr. James Andrews 5. Vorking Title 6. Tel. No.			
19 Hunter Street, S	. W., Atlant	a, Ga. 3033	→ 1	D. The Neterin		656-3667	
7.ACTION REQUESTED DE				s et	w. 1 wii	030 3007	•
ESTABLISH DISPO		SITION STANDA			TENTO ACCI	IMIIT A T T A N	
RECORD WILL CON				OSE OF PRES URTHER ACCU			
	TINGE TO A	CCOMOLATE.	MO P	ONTHER ACCO	MOLATION	ANTICITA	RIDD.
8. Earliest & Latest 9.	Exact Series	s Title					
Dates of Series	Otto T Toma	utti ppocosu	777 FG A				
		MILK PROGRAM			<u> </u>	 	
10. What is the function o	of the office	in which thi	s record s	eries is crea	ted?		
*Documents of import	ance relating	g to QUALITY	MILK are no	ow filed in C	ATTLE HER	∋ :_	•
LABORATORY TEST FILE							
QUALITY MILK PROGRA	M FILES are	used for refe	rence only	•			
- ₁ .	•						
				•			
-							
						·•.	•
						<u> </u>	
$11\cdot$ This file contains the		ocuments (inc	lude form	numbers and t	itles, if	any,	• • •
and file arrangement).							
						-	
		•					
			*				
	ATTA	CH SAMPLES OF	THE FILE				-
12. EQUIPMENT OCCUPIED	No. of Dravers	Cu. Pt. of Records			to of Besic	re 🐔 Çu. Pt. of	Records
Letter-size File Drawers	No. of prevers	Cu. Pt. of Records	ANNUAL PATE	P OF ACCUMULATION	20. 01 Dille	4 1	
						D-O	:
		17.75	Plane France		In Office(s) In Storage	Arek(s)
Logal-size File Drawers	75- 3	23,27	Fioor Space Occ	upled (Square Peet)			
		· · · · · · · · · · · · · · · · · · ·			This La	Preceding A	ill Prio

AVERAGE DAILY REFERENCES

OUESTIONNAIRE Place on "z" in the proper column. If answer is "YES," please explain	VFC			
•	YES, []	NO]		
13. Is this the Record Copy of the series?				
14. Is there a duplication of this series in another office or agency?	[]	[]		
15. Is the information contained in this series ever summarized or published?	[].	[]		
Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling?	[]	[]		
17. Does the series initiate, amend or terminate agency policies and procedures?	[,]	[]		
18. Could the function be performed if the files were lost or destroyed?	-[]	[]		
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[]		
20. Does the record series provide data as input to an EDP file?	[]	[]		
21. Does the record series contain documentation produced as EDP printout?	[]	[]		
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	.[]	[]		
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[]		
24. REQUIREMENTS. The following requires the files to be keptyears:				
e.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALU (Cite Law, Statute, or other reason for the retention requirement)	TE			
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER				
[] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s):	. •		
(Indicate briefly rationale for recommendations above/or write additional remar	rks):			
Records Mondagement Officer (Signature) Date 7-29-74 OTHER REQUIRED SIGNATURES	DA	TE		
26. Recommendations Agency Head/Designee in paragraph 25 [] Approved [] Disapproved Chic D. Sike.	2-2	9-74		
are: State Auditor/Designee Approved [] Disapproved	3-19	7 74		
STATE RECORDS Secretary of State/Designee COMMITTEE Approved Disapproved Carroll Last	8-16	-74		
Attorney General/Designee [PApproved Disapproved AM) (Theil	8.20			